

## Application For Compensation *For Attorneys and Trustees*

**STEP 1** Click the Bankruptcy hyperlink on the CM/ECF Main Menu.



**STEP 2** Click the Motions/Applications hyperlink on the **BANKRUPTCY EVENTS** screen.



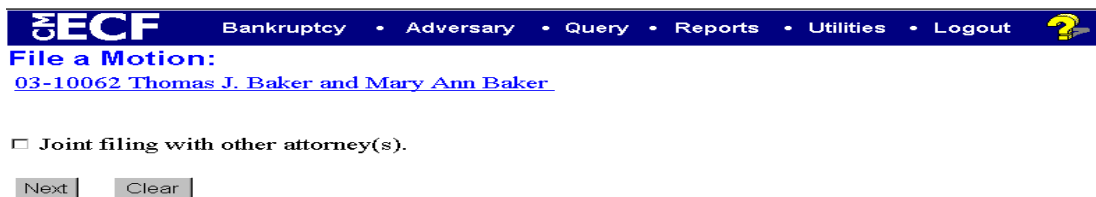
**STEP 3** The **CASE NUMBER** screen displays the last case number used in this CM/ECF session. If this is the correct case, accept it by clicking on **[Next]**. Otherwise, enter the correct case number in YY-NNNNN format and click **[Next]**.

- STEP 4** Select the Compensation event from the **MOTION EVENT SELECTION** screen.



- NOTE:** To find the application or motion you need fast, type the first letter of the event (C for Compensation) and the highlight bar will immediately select the first entry beginning with C. Scroll or press the **Down Arrow** until you locate the event you want. Click **[Next]**.

- STEP 5** The attorney **JOINT FILING** screen may then display.



- ◆ This screen is used only if another attorney is joining in a filing, such as a stipulation. If you are the trustee or the only attorney filing this application, skip this screen. Click **[Next]**.

**STEP 6** The **PARTY SELECTION** screen will be presented listing all the current participants on this case.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
[03-10062 Thomas J. Baker and Mary Ann Baker](#)

**Select the Party:**

Baker, Mary Ann [Debtor]  
Baker, Thomas J. [Debtor]  
Gargula, Nancy J. [U.S. Trustee]  
Warsco, Mark A. [Trustee]

[Add/Create New Party](#)

Next Clear

**NOTE:** Adding the professional to the party list at this point does not add them as a party to the case. They will appear on the pick list solely for the purpose of recording the request for fees and expenses.

- ◆ If you are the attorney filing for compensation **on your own behalf**, select the party(s) you represent.
- ◆ If you are the attorney filing for compensation **for another professional**, select that party.
- ◆ If you are the trustee filing for compensation **on your own behalf**, select your name.
- ◆ If you are the trustee filing for compensation **for other professionals**, select your name as well as the party or parties.
- ◆ If the **PROFESSIONAL** is already a party on the case, you will be able to select them from this screen. Otherwise click on the **[Add/Create New Party]** hyperlink to add the new applicant(s) to the party list. If there are multiple applicants on one application, each applicant should be added at this time.

**STEP 7** The **PARTY SELECTION** screen will then list all professionals required for this pleading.

**NOTE:** In our exercise we have added Hank Schroeder as a professional on the Party Pick List solely for the purpose of recording the request for fees and expenses. The professional has not, as yet, been made a party in the case. With Hank Schroeder highlighted, hold down the <Ctrl> key and select the trustee since the trustee is the filer in this event.

The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. Below the header, the text 'File a Motion:' is followed by a link '03-10062 Thomas J. Baker and Mary Ann Baker'. The main section is titled 'Select the Party:' and features a dropdown menu with the following options: 'Schroeder, Hank [Auctioneer]', 'Baker, Mary Ann [Debtor]', 'Baker, Thomas J. [Debtor]', 'Gargula, Nancy J. [U.S. Trustee]', and 'Warsco, Mark A. [Trustee]'. The 'Warsco, Mark A. [Trustee]' option is currently selected. To the right of the dropdown is a link 'Add/Create New Party'. Below the dropdown are two buttons: 'Next' and 'Clear'.



Click **[Next]**.

**STEP 8** The **ATTORNEY/PARTY ASSOCIATION** screen may appear. This screen presents a check box to establish the client/attorney association. If the attorney/trustee does not represent the professional, do not check the box.



In our exercise, the trustee does not represent Hank Schroeder or himself in this event.

The screenshot shows the ECF interface with the same blue header bar. Below the header, the text 'File a Motion:' is followed by a link '03-10062 Thomas J. Baker and Mary Ann Baker'. The main section contains the text: 'The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:'. Below this text are two checkboxes. The first checkbox is labeled 'Schroeder, Hank(prf:auc) represented by Warsco, Mark (aty)' and is unchecked. The second checkbox is labeled 'Warsco, Mark(tr:tr) represented by Warsco, Mark (aty)' and is also unchecked. Below the checkboxes are two buttons: 'Next' and 'Clear'.



Click **[Next]**.

**STEP 9**

The **PDF DOCUMENT SELECTION** screen will then display.

**CM/ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
[03-10062 Thomas J. Baker and Mary Ann Baker](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Attachments to Document:** ☒ No ☐ Yes

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Click on the **[Browse]** button, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See figure 9b.)

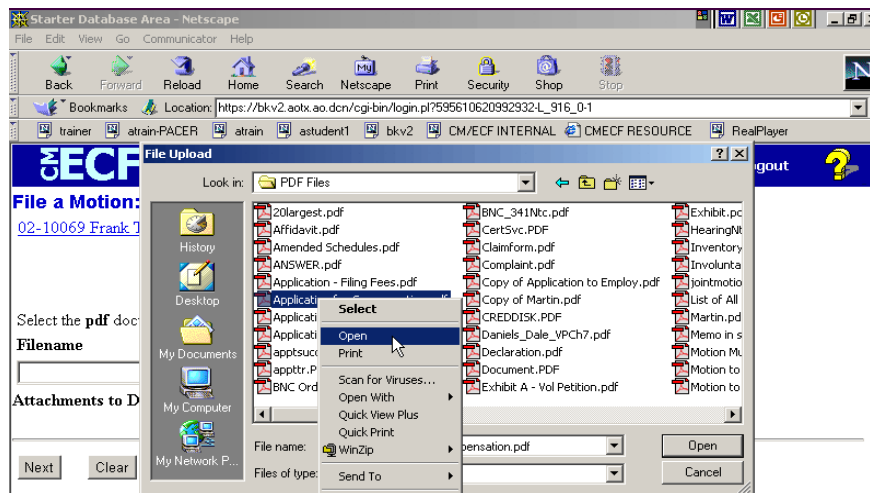


Figure 9b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See Figure 9c.)

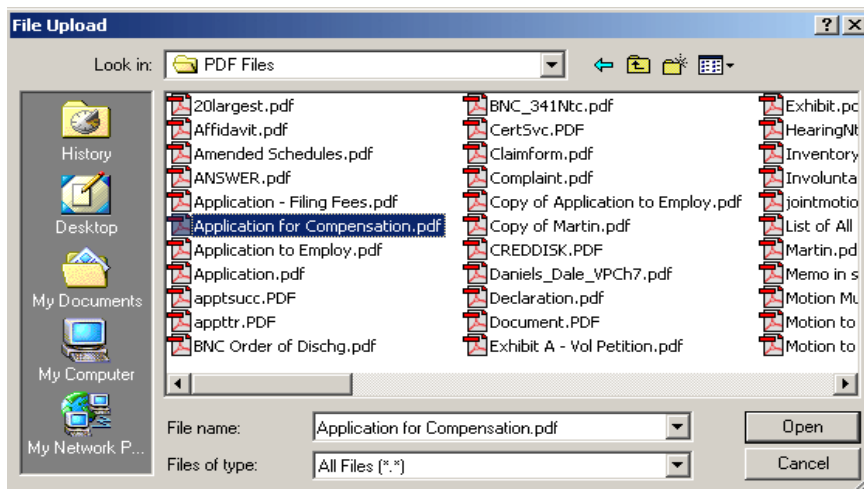


Figure 9c

◆ The **PDF DOCUMENT SELECTION** screen will then show the pathway to the PDF file. (See Figure 9d.)

Figure 9d

◆ Click **[Next]**.

- ◆ A **CASE CONFIRMATION** screen appears with a hyperlink to the docket sheet if needed. (See Figure 9e.)

Figure 9e

- ◆ Click **[Next]**

**STEP 10**

The **FEE PROCESSING** screen appears with each party selected from the previous party pick list screen.

Data entered on this screen are recorded in the professional fees and expenses record for inclusion on the Professional Fees Applied For/Awarded report.

**File a Motion:**

[03-10062 Thomas J. Baker and Marv Ann Baker](#)

Applicant	Mark A. Warsco	Type	Trustee Chapter 7 ▼
	<input checked="" type="checkbox"/> Filer		
From	<input type="text"/>	To	<input type="text"/>
Fee request \$	<input type="text"/>	Expense request \$	<input type="text"/>

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Applicant	Hank Schroeder	Type	Auctioneer ▼
	<input type="checkbox"/> Filer		<input type="checkbox"/> Party
From	8/24/2003	To	8/26/2003
Fee request \$	475.75	Expense request \$	34.60

Next Clear

- The Filer check box will appear below each party name. Select the filer of the application.
- If the party is not currently a party to the case, a Party check box appears below the professional type list. The *professional fee* record will be created regardless if the applicant is a formal party on the case. If you check this Party box, the name will appear on the Party pick list for this case in future processing. Follow local guidelines on this issue.

**NOTE:** The professional fee record will be created regardless if the applicant is a formal party on the case.

- *In this example, since the trustee, is already a party on the case, a Party check box is not presented. However, the Filer check box will allow us to designate him as the filer of this application.*
- ◆ The Professional Type must be selected to record the applicant's role in the case. The Professional Type for the applicant will be listed on the Professional Fees Awarded report. Attorney filers should choose Debtor's Attorney, Creditor's Attorney, or Trustee's Attorney.
- ◆ Enter the date or date range for services performed.
- ◆ Enter the amount(s) in the Fee and Expense fields in dollars and cents. Do not use \$ or commas.

To summarize:

If the filer is...	Then
Trustee filing for compensation on behalf of another professional	<ol style="list-style-type: none"> <li>1) Check FILER box below trustee's name and select proper professional type; DO NOT include date(s), fee and expense information for trustee record</li> <li>2) Select professional type, check PARTY box only, record date(s), fee and expense information for professional for which compensation is requested</li> </ol>
Debtor's attorney filing for compensation on his/her own behalf or on behalf of law firm	<ol style="list-style-type: none"> <li>1) Record professional type, date, fee and expense information ONLY for attorney or law firm</li> <li>2) Leave debtor(s) record(s) blank</li> </ol>
Trustee filing for compensation on his/her own behalf (See Figure 10c)	<ol style="list-style-type: none"> <li>1) Include professional type, date, fee and expense information in one trustee record.</li> </ol>



- ◆ The **FEE PROCESSING** screen for the debtor's attorney application for compensation would look like Figure 10b.

**File a Motion:**

[03-10062 Thomas J. Baker and Mary Ann Baker](#)

<b>Applicant</b> George Harrison	<b>Type</b> Debtor's Attorney
<input checked="" type="checkbox"/> <b>Filer</b>	
<b>From</b> 8/24/2003	<b>To</b> 9/25/2003
<b>Fee request \$</b> 1476.50	<b>Expense request \$</b> 94.53

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<b>Applicant</b> Mary Ann Baker	<b>Type</b> Accountant
<input type="checkbox"/> <b>Filer</b>	
<b>From</b>	<b>To</b>
<b>Fee request \$</b>	<b>Expense request \$</b>

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<b>Applicant</b> Thomas J. Baker	<b>Type</b> Accountant
<input type="checkbox"/> <b>Filer</b>	
<b>From</b>	<b>To</b>
<b>Fee request \$</b>	<b>Expense request \$</b>

Next Clear

Figure 10b

**NOTE:** Leave debtor(s) record(s) blank.

- ◆ If a trustee is filing for compensation on his own behalf, there will be one party record. The Filer designation should be checked.  
(See Figure 10c.)

**File a Motion:**

[03-10062 Thomas J. Baker and Mary Ann Baker](#)

<b>Applicant</b> Mark A. Warsco	<b>Type</b> Trustee Chapter 7
<input checked="" type="checkbox"/> <b>Filer</b>	
<b>From</b> 8/24/2003	<b>To</b> 12/1/2003
<b>Fee request \$</b> 334.68	<b>Expense request \$</b> 12.65

Next Clear

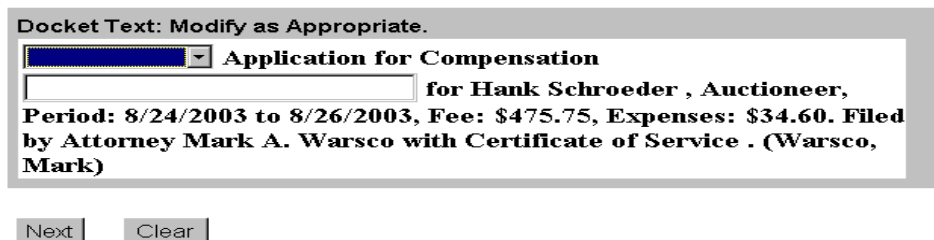
Figure 10c

- ◆ Click **[Next]** to continue.

**STEP 11** The **MODIFY TEXT** screen will allow you to select pretext or add more detail to the docket text. (See Figure 11)

**File a Motion:**

[03-10062 Thomas J. Baker and Mary Ann Baker](#)



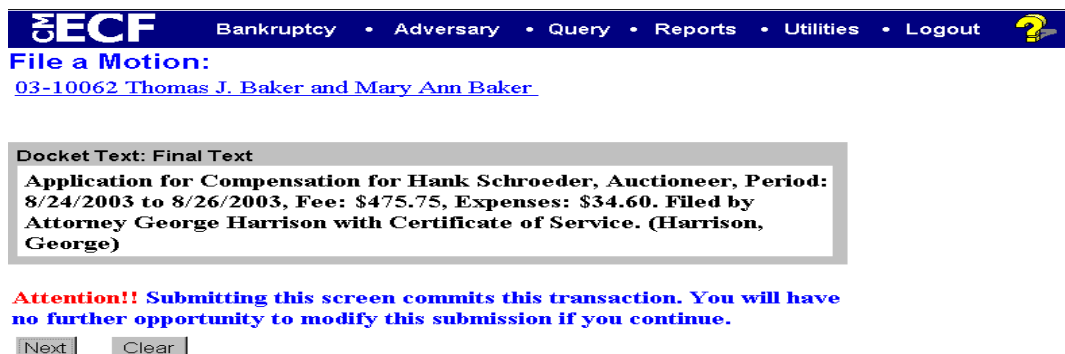
Docket Text: Modify as Appropriate.

for Hank Schroeder , Auctioneer, Period: 8/24/2003 to 8/26/2003, Fee: \$475.75, Expenses: \$34.60. Filed by Attorney Mark A. Warsco with Certificate of Service . (Warsco, Mark)

**Figure 11**

- ◆ Select **[Next]**.

**STEP 12** The **FINAL DOCKET TEXT SCREEN** is then presented. (See Figure 12.)



**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**File a Motion:**  
[03-10062 Thomas J. Baker and Mary Ann Baker](#)

Docket Text: Final Text

Application for Compensation for Hank Schroeder, Auctioneer, Period: 8/24/2003 to 8/26/2003, Fee: \$475.75, Expenses: \$34.60. Filed by Attorney George Harrison with Certificate of Service. (Harrison, George)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**Figure 12**

- ◆ Verify the final docket text. Read the **Attention!!** message and proceed.
- ◆ If correct, click **[Next]**.
- ◆ If the final docket text is incorrect:
  - Click your browser's **Back** button to the **FEE PROCESSING** screen and change the figures there.
  - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

**STEP 13**      The **NOTICE OF ELECTRONIC FILING** is then generated and displayed. (See Figure 13.)

**File a Motion:**

[03-10062 Thomas J. Baker and Mary Ann Baker](#)

U.S. Bankruptcy Court

Northern District of Indiana (Training Database)

Notice of Electronic Filing

The following transaction was received from Warsco, Mark A. entered on 7/14/2003 at 10:49 AM EDT and filed on 7/14/2003

**Case Name:** Thomas J. Baker and Mary Ann Baker

**Case Number:** [03-10062](#)

**Document Number:** [4](#)

**Docket Text:**

Application for Compensation for Hank Schroeder, Auctioneer, Period: 8/24/2003 to 8/26/2003, Fee: \$475.75, Expenses: \$34.60. Filed by Attorney Mark A. Warsco with Certificate of Service. (Warsco, Mark)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**G:\App. for Comp..pdf

**Electronic document Stamp:**

[STAMP bkecfStamp\_ID=1006806559 [Date=7/14/2003] [FileNumber=48210-0]  
[85a58de7dbdb581675bbfb02da17fd410e0dc22e711f2dde2bd19e3a315a73625b4f0  
1bce23f4d71ed7b3fd26a3f08ddf6a2b7e25eb58b34141b21d95f25ffa0]]

**03-10062 Notice will be electronically mailed to:**

**03-10062 Notice will not be electronically mailed to:**

George Harrison  
Harrison, Starr and McCartney  
555 S. Main Street  
South Bend, IN 46601

Mark A. Warsco

**Figure**

**13**

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present a **PACER** login screen.
- ◆ Clicking on the document number hyperlink will present a **PACER** login screen.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ It is highly recommended that you save a copy of this notification for your records. Click on the browser **File/Save** option.